

13 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2011 through 30 June 2015:

- I request all contracts entered with the Title V Exito Grant and/or any Title V Exito Grant officers by Northern New Mexico College, the Northern Foundation, and/or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all rental agreements/leases entered using funds from the Title V Exito Grant by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all purchase orders/ purchase requests accessing funds from the Title V Exito Grant and/or any Title V Exito Grant officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all contracts for contractors, faculty, staff, student employees, advisors, and any other employee of Northern New Mexico College paid for (in whole or in part) by the Title V Exito Grant.
- I request all invoices generated for Title V Exito Grant and/or any Title V Exito Grant officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all payments and transfers out of the Title V Exito Grant to internal or external entities.
- I request all payment records from Title V Exito Grant and/or any Title V Exito Grant officers to Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/faculty of Northern New Mexico College.
- I request records of supplies and equipment procurement for the Title V Exito Grant and/or any Title V Exito Grant officers to Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/ staff/faculty of Northern New Mexico College.
- I request an equipment inventory for the Title V Exito Grant and/or any Title V Exito Grant officers of Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/ staff/faculty of Northern New Mexico College.
- I request all travel request forms, all travel expense claim forms, all travel reports, and all travel invoices for payment by the Title V Exito Grant.
- I request all donations (cash and in-kind) made by funds in the Title V Exito Grant and/or any Title V Exito Grant officers from Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.

- I request all statements of personnel procedure (inclusive of hiring, evaluation, course development), lists or and reports by evaluators and consultants, lists of Title V project personnel, key personnel job descriptions, key changes in personnel, organizational charts, and all such documents and emails pertaining to items listed in this bullet point.
- I request all monthly time and effort reports, quarterly reports, and annual reports generated by any and all Title V Exito Grant officers for internal purposes and for reporting to Federal agencies.
- I request all emails to and from the domain @nnmc.edu regarding the Title V Exito Grant, inclusive of all internal emails as well as emails to Federal Officers supervising and evaluating the Title V Exito Grant and/or any Title V Exito Grant officers of Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/faculty of Northern New Mexico College.
- I request all educational expenses paid by the Title V Exito Grant to employees, staff, and faculty of Northern New Mexico College, and/or the Northern Foundation.
- I request for any and all employees paid (in full or in art) by the Title V Exito Grant: present position, department, salary, dates of employment, job application and/or job packet, curriculum vitae including educational qualifications, past employment, progress at the College (initial employment, promotions, attainment of tenure, sabbaticals), record of publications, news items, awards and achievements. Further all signed contracts, honorariums, stipends and agreements resulting in payment must be included.
- I request all programmatic and budget revisions of the Title V Exito Grant.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request. I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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